

Date: September 8, 2016

To: Authorized & Secondary Representatives of the Child and Adult Care Food Program (CACFP) – CCI, AR, ES, ADC, & OSH

From: Community Nutrition Team

Subject: ACTION NEEDED BY OCTOBER 17th - Annual Contract Renewal for the Child and Adult Care Food Program

The Department of Public Instruction (DPI) is pleased to announce that the FFY 2017 (October 1, 2016 – September 30, 2017) contract for the Child and Adult Care Food Program (CACFP) is now available. In order to continue participation in the CACFP during the FFY 2017 program year you must complete and submit the contract using the [Online Services](#) website. Information to complete the CACFP contract can be found in the attached memo and on our [Contract & Claims](#) webpage.

The contract must be submitted no later than Monday, October 17, 2016, to provide your DPI consultant time to review and approve. You will not be able to submit an October 2016 claim if your contract is not approved.

A CACFP Contract Manual has been provided to help you through the contract process. **Please read the manual carefully before entering information into your contract.** The manual provides step-by-step information on how to properly and fully complete the contract.

Questions pertaining to the contract process may be directed to your assigned consultant. If you are unsure of your assigned consultant, refer to our [CACFP Consultants by County](#) map. We look forward to the continuing sponsorship of the CACFP by your agency.